



**Binnacle**  
Training

RTO CODE 31319



## ABSTRACT

This document contains important information for Binnacle Training students about:

- The program outline and inclusions
- The optional entry qualification: SIS20115 Certificate II in Sport and Recreation, including benefits
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements
- Student enrolment

# STUDENT INFORMATION

**SIS30115 Certificate III in Sport  
and Recreation**  
**+ optional SIS20115 Certificate II  
in Sport and Recreation**

# Table of Contents

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1. Program Inclusions.....	3
1.1. Optional Entry Qualification – SIS20115 Certificate II in Sport and Recreation .....	3
1.2. Benefits of undertaking the optional entry qualification – SIS20115 Certificate II in Sport and Recreation .....	4
2. Program Outline .....	5
3. Completing Assessments .....	5
3.1 Student Misconduct with Online Assessment and Disciplinary Procedures .....	6
4. Units of Competency in this Program.....	7
5. Career Pathways.....	9
6. Binnacle Training Third-Party Arrangements .....	10
7. Student Enrolment.....	10
8. Language, Literacy and Numeracy Skills.....	10
9. Definitions and Interpretations .....	11

# 1. Program Inclusions

This program is offered as a senior school subject and incorporates the nationally recognised qualification: **SIS30115 Certificate III in Sport and Recreation (with optional entry qualification: SIS20115 Certificate II in Sport and Recreation – see below)**. This course has been scheduled across two years (packaged into 6 Terms, plus an optional Term 7 Add-On).

The course covers the skills and knowledge required for entering the Sport, Fitness and Recreation industry as a Sport and Recreation Officer or a Community Level Official or Coach. Topics include:

- The industry-recognised First Aid Certificate – HLTAID011 Provide First Aid
- Developing sport, fitness and recreation industry knowledge
- Following health and safety standards in the workplace
- Responding to emergency situations
- Developing and updating knowledge of coaching and officiating practices
- Delivering community sport, fitness and recreation programs
- Providing quality customer service
- Conducting risk assessments for sport and fitness activities
- Coaching individuals and teams
- Planning and conducting programs
- Organising schedules
- Facilitating groups
- Conducting warm-up and cool-down programs
- Using social media tools for participant engagement

## 1.1. Optional Entry Qualification – SIS20115 Certificate II in Sport and Recreation

Students are provided the opportunity to undertake the optional entry qualification: **SIS20115 Certificate II in Sport and Recreation** - at no additional cost - across Terms 1-4. Seven units of competency in the Certificate II in Sport and Recreation (SIS20115) overlap with the Certificate III in Sport and Recreation (SIS30115). The remaining six units in SIS20115 are strongly aligned with respective units in SIS30115.

Qualification	Terms of Training/Assessment	
	Terms 1-4	Terms 5-7
SIS30115 Certificate III in Sport and Recreation	Total 15 units: <ul style="list-style-type: none"> <li>• <u>Terms 1-4</u>: 7 units scheduled for completion</li> <li>• <u>Terms 5-6</u>: 8 units scheduled for completion</li> <li>• Optional Term 7 Add-On also available = 2 additional units</li> </ul>	
<i>Optional SIS20115 Certificate II in Sport and Recreation</i> <b>No additional training required</b>	Total 13 units: <ul style="list-style-type: none"> <li>• 7 overlapping with SIS30115</li> <li>• 6 remaining units which cluster and/or align with similar units in SIS30115.</li> </ul>	

	<p>Students not enrolled in SIS20115 who meet all assessment requirements of Terms 1-4 <b>will be issued a separate Statement of Attainment with these 6 units (Subject Only Training). Refer to Section 4: Units of Competency in this Program.</b></p>	
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As illustrated in Figure 1 below, Binnacle Training will confirm enrolment in the optional SIS20115 Certificate II in Sport and Recreation entry qualification with the School VET Manager.

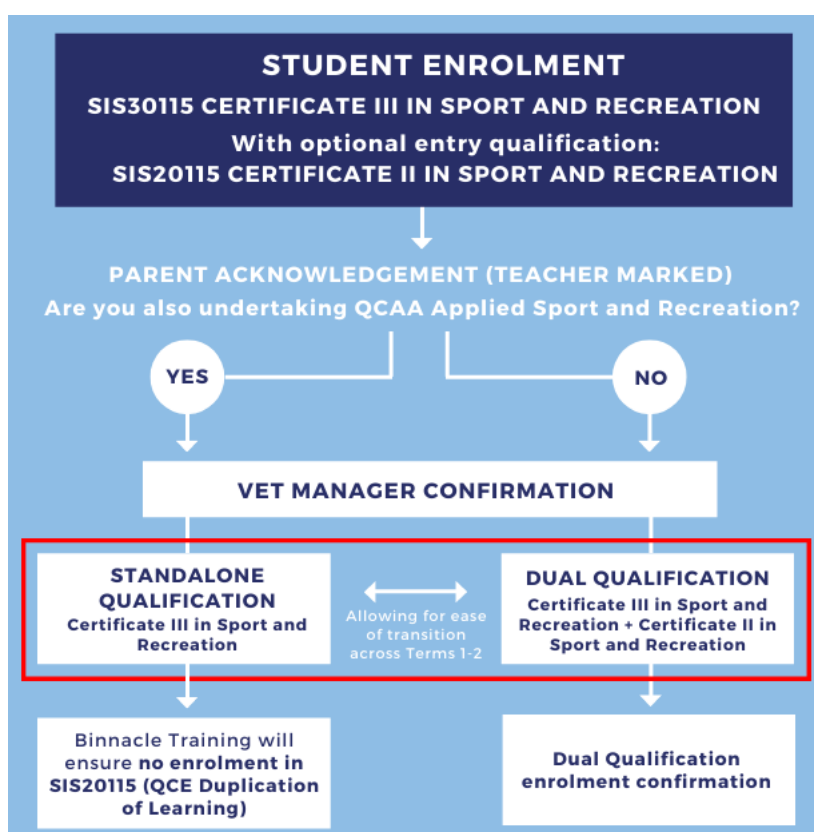


Figure 1. Concurrent Delivery Options – 2023 Certificate III in Sport and Recreation

## 1.2. Benefits of undertaking the optional entry qualification – SIS20115 Certificate II in Sport and Recreation

There are numerous benefits to also undertaking the optional entry qualification including:

- **An additional qualification.** The SIS20115 Certificate II in Sport and Recreation qualification is finalised upon completion of Terms 1-4 (plus HLTAID011 Provide First Aid) - providing a Term 4 exit point (a completed Certificate II qualification = **4 credits**, QCE category – **core**).
- **Access to VETiS funding (Certificate II component).** For students who choose to access their VETiS funding for the SIS20115 Certificate II in Sport and Recreation, Binnacle Training will waive ALL Certificate II participant fees as invoiced to the school.

- **No additional learning and an identical QCE outcome.** Seven units of competency in the SIS20115 Certificate II in Sport and Recreation overlap with the SIS30115 Certificate III in Sport and Recreation and the remaining 6 units are strongly aligned with respective units in SIS30115 and students can earn a maximum of 7 QCE credits.
- **Earlier employment opportunities.** The Certificate II in Sport and Recreation scheduled for completion at end of Term 4 has tangible, paid employment opportunities such as an activity assistant, junior coach or junior official (e.g. referee).

However, **if a QLD student is also undertaking QCAA's Applied Sport & Recreation**, they may be most suited to not undertaking the optional entry qualification (i.e. Binnacle can ensure no enrolment in SIS20115). This is due to the duplication of learning deemed by the Queensland Curriculum and Assessment Authority (reference: [QCE Handbook, Clause 2.3.1 Applied subjects and Certificate II VET qualifications with duplication of learning](#)).

### Are you also undertaking QCCA's Applied Sport & Recreation subject?

If YES, as per Figure 1, you will not be enrolled in the entry qualification. Binnacle Training will confirm your enrolment in the entry qualification with your School's VET Manager prior to official enrolment (commencement of Term 2 Assessment).

## 2. Program Outline

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The program involves developing the entry level skills and knowledge required of an employee in the Sport, Fitness and Recreation (SFR) industry. This learning involves practical experience as an 'Activity Assistant' and 'Community Official/Coach' and will take place in a range of settings, including the classroom, outdoors and the SFR facilities at the school.

Students work alongside a qualified SFR Trainer (teacher) and other fitness/sport coaches to deliver community-based SFR activities and programs to students within the school community.

Assessment activities include practical and knowledge tasks throughout the program. Knowledge tasks generally take the form of short answer quizzes and research tasks that are completed online. Many of the practical tasks will also involve completing an industry document (e.g. Session Plan).

## 3. Completing Assessments

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All assessment resources are online (practical components are completed in an SFR environment e.g. the school gym) and each term has a specific number of assessment tasks.

Assessment completion will be regularly reviewed by the trainer and assessor and if incomplete or not yet satisfactory, it may be necessary to finalise the assessment outside of class time (e.g. during exam block) before the next school term commences.

Completed assessment and associated documentation will be stored online in the Binnacle Lounge for the trainer and assessor to mark ('Satisfactory' or 'Not Yet Satisfactory').

Students will need to provide/have access to a computer, laptop or tablet device with an internet connection.

#### 1. Students complete the assessment each term:

- Knowledge assessments completed online in your Binnacle Lounge.
- Demonstrate required skills in practical tasks.
- Access to training resources to assist with assessment are also available in your Binnacle Lounge.

#### 2. Assessor marks your assessment:

- Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform.
- The assessor will mark your other assessment items (e.g. project, practical and case study).
- The sign-off page in each term is where feedback is provided and the outcome of each assessment item recorded.

### 3.1 Student Misconduct with Online Assessment and Disciplinary Procedures

Some assessment question types allow for students to submit evidence that may be the same or similar to that of another person or source (e.g. a group session plan for a project upload or a response to a knowledge question copied from a website or a presentation). Outside of these occasions, Binnacle Training must ensure the evidence contributing to a unit of competency is authentic (i.e. able to be proved as their own work).

Cheating or copying/plagiarising material from another person or resource is strictly prohibited. The below statement is included in the sign-off for each Term:

I, the Candidate:

- Confirm the authenticity of the work submitted as my own, unless otherwise authorised by the assessment conditions.

In addition to an assessor checking for copying and/or plagiarised material, Binnacle Training as the Registered Training Organisation undertakes regular reviews of student assessment evidence.

As outlined in our Participant Handbook (Section 8 - Student Misconduct & Disciplinary Procedures), **Binnacle Training will not tolerate misconduct under any circumstance and a student may be asked to leave the program with no refund for misconduct such as cheating or plagiarising material.**

## 4. Units of Competency in this Program

The following table illustrates when units of competency are scheduled for finalisation and their predominant mode of delivery (online vs classroom/field-based). Training commences in Term 1 across all units listed.

UNIT CODE	UNIT TITLE	SIS20115 Certificate II in Sport and Recreation (Optional entry qualification)	SIS30115 Certificate III in Sport and Recreation	Scheduled for Finalisation	Training & Assessment Arrangements (Predominant Mode of Delivery)
BSBWOR202	Organise and complete daily work activities	Core	<b>N/A - Students not enrolled in SIS20115 who meet all assessment requirements of Terms 1-4 will be issued a separate Statement of Attainment with these 6 units (Subject Only Training).  All 6 units cluster and/or align with similar units in SIS30115 listed below.</b>	Term 2	Online Delivery (Introduction to the SFR Industry).
BSBTEC201	Use business software applications	Imported Elective		Term 2	
BSBTEC202	Use digital technologies to communicate in a work environment	Imported Elective		Term 2	
BSBTEC203	Research using the internet	Imported Elective		Term 2	
ICTICT203	Operate application software packages	General Elective		Term 2	
BSBSUS201	Participate in environmentally sustainable work practices	General Elective		Term 2	
SISXCAI002	Assist with activity sessions	Core	Imported Elective	Term 4	Classroom/Field-based Delivery – Teacher as Trainer & Assessor.
SISXCCS001	Provide quality service	Core	Core	Term 4	
HLTAID011	Provide First Aid	Core	Core	Term 4	
HLTWHS001	Participate in workplace health and safety	Core	Core	Term 3	
SISXEMR001	Respond to emergency situations	Core	Core	Term 4	
SISXIND001	Work effectively in sport, fitness and recreation environments	Core	Imported Elective	Term 4	
SISXIND002	Maintain sport, fitness and recreation industry knowledge	Core	Imported Elective	Term 4	
BSBWOR204	Use business technology		General Elective	Term 6	
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control		Core	Term 6	
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions		Core	Term 6	

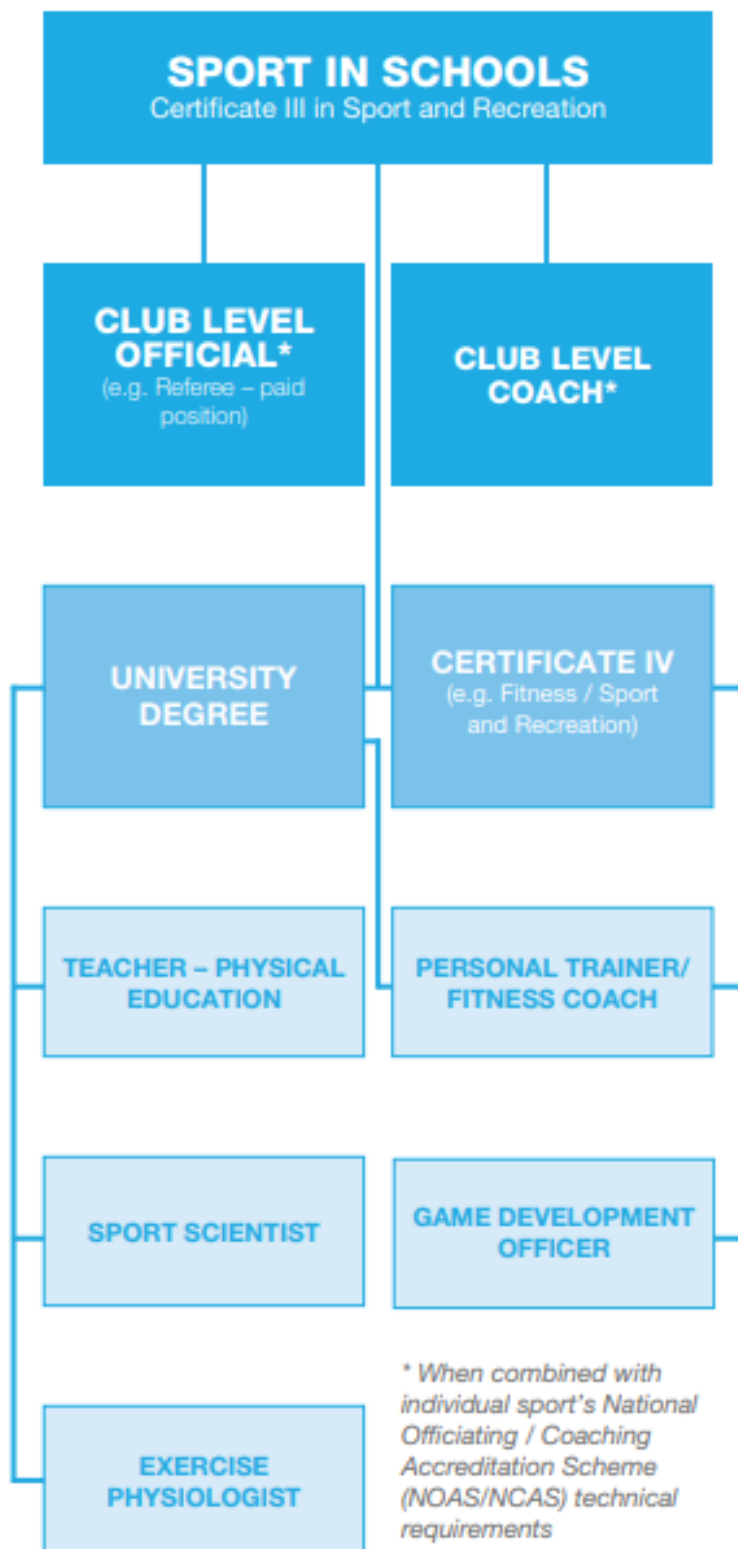


ICTWEB201	Use social media tools for collaboration and engagement		Core	Term 6	
SISXCAI006	Facilitate groups		General Elective	Term 6	
BSBWOR301	Organise personal work priorities and development		Core	Term 6	
BSBADM307	Organise schedules		General Elective	Term 6	
SISXCAI004	Plan and conduct programs		Core	Term 6	
<u>OPTIONAL TERM 7 ADD-ON</u>					
SISSSCO001	Conduct sport coaching sessions with foundation level participants			Term 7	
BSBPEF302	Develop self-awareness			Term 7	
<p><b>NOTE:</b> The 'Term 7 Add-On' contains two units of competency (as new learning) and will be reported to the qualification: SIS20321 Certificate II in Sport Coaching (partial completion only) to be eligible for an additional 1 QCE credit (with a maximum of 8 QCE credits from the same training package contributing to a QCE). Please contact Binnacle Training if you wish to explore further options.</p>					



# 5. Career Pathways

Graduates of SIS30115 Certificate III in Sport and Recreation may explore further tertiary pathways such as a Diploma of Sport (SIS50321) or Certificate IV in Fitness (SIS40221) with another training provider. Binnacle Training will provide training pathway opportunities for consideration as students are approaching course completion. See Figure 2 below.



**Figure 2. Training and Employment Pathways from SIS30115 Certificate III in Sport and Recreation**

## 6. Binnacle Training Third-Party Arrangements

As the RTO, Binnacle Training engages individual secondary schools under a third-party arrangement to provide physical and human resources to deliver training and conduct assessment.

**Binnacle Training Responsibilities:** Enrolling students into the VET course, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

**School Responsibilities (as the third party):** The provision of adequate physical (equipment and facilities) and human resources (program deliverer), and delivering training and assessment services on behalf of Binnacle Training including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

## 7. Student Enrolment

Student enrolment into the program requires the school to have a current third-party agreement in place (enrolment is unable to be finalised until this requirement has been met).

## 8. Language, Literacy and Numeracy Skills

A Language, Literacy and Numeracy (LLN) screening process is undertaken within the Pre-Enrolment Pack to ensure that students have the capacity to effectively engage with the content and to identify support measures as required. The following examples provide a snapshot of the reading, writing, numeracy and verbal communication skills that would be expected in order to satisfy competency requirements:

<b>Reading</b>	<ul style="list-style-type: none"><li>• Read and understand workplace health and safety policies and procedures.</li><li>• Interpret safety signs, dangerous goods classifications and safety instructions.</li><li>• Interpret written requests and complaints from clients.</li><li>• Interpret complaint handling procedures and standards of service.</li><li>• Read and comprehend the workplace policies and procedures manual.</li><li>• Interpret WHS legislation and workplace policies, procedures and records.</li><li>• Interpret manufacturer guidelines to set up, dismantle, maintain and repair equipment.</li><li>• Interpret, sometimes complex, program budget information.</li></ul>
<b>Writing</b>	<ul style="list-style-type: none"><li>• Complete incident reports and client feedback records.</li><li>• Summarise and record client/participant information in portfolios and files.</li><li>• Complete risk management documents using industry-related terminology.</li><li>• Use appropriate and contextual language in WHS plans, reports and general advice.</li><li>• Use appropriate structure and specialised language when developing social media content.</li><li>• Create written session plans and complete performance records.</li><li>• Prepare written reports and personal development plans.</li></ul>
<b>Verbal Communication</b>	<ul style="list-style-type: none"><li>• Discuss own progress with a supervisor.</li><li>• Discuss risk management issues with relevant stakeholders.</li><li>• Use industry specific vocabulary when presenting WHS information.</li><li>• Use active listening and questioning to clarify and confirm understanding of WHS documentation.</li><li>• Participate effectively in spoken interactions when clarifying workplace schedules.</li></ul>
<b>Numeracy</b>	<ul style="list-style-type: none"><li>• Use a numerical risk assessment matrix to determine risk level.</li><li>• Interpret numerical information to allocate timeframes to work tasks.</li><li>• Make time estimations and check logistics when scheduling appointments.</li></ul>

## 9. Definitions and Interpretations

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**Program**. The course(s) or qualifications(s) in its entirety.

**Registered Training Organisation (RTO)**. A training organisation that has authorisation to train and assess nationally recognised qualifications on its scope of registration.

**School (third party)**. The secondary school/college that is providing the physical and human resources to deliver training and conduct assessment on behalf of, and in the name of, Binnacle Training as the external RTO.

**Training Product**. Any qualification, unit of competency, or group of competencies packaged together as a Binnacle Program.

For further information please access the [Program Disclosure Statement](#) in full.